



TIPPECANOE COUNTY SHERIFF'S OFFICE

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May 2, 2007

Dear Applicant:

Thank you for applying for the position of deputy sheriff with the Tippecanoe County Sheriff's Office.

This letter contains important information about the written aptitude test and physical fitness assessment. You should read this letter carefully to be sure that you understand the procedures for both the test and the assessment.

The Tippecanoe County Sheriff's Office has received more applications than there are available positions. As a result, a competitive application process has been established. This application process is designed to ensure that the selection of new deputies will be accomplished in a fair and objective fashion.

The written aptitude test and physical fitness assessment will be administered on Saturday, June 9, 2007, at William Henry Harrison High School located at 5701 North County Road 50 West, West Lafayette, Indiana. Applicants are required to pay a thirty dollar (\$30.00) fee for taking the exam. This payment will either need to be in the form of cash, money order, or cashiers check made payable to IPSP, Inc.

The schedule for the written aptitude test is as follows:

8:00 a.m. to 8:20 a.m.	Registration
8:20 a.m. to 8:30 a.m.	Instructions
8:30 a.m. to 10:30 a.m.	Study Period
10:30 a.m. to 11:00 a.m.	Break
11:00 a.m. to 11:15 a.m.	Instructions
11:15 a.m. to 12:45 p.m.	Examination

*The Physical Fitness Assessment will follow the examination

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them, since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

The study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test which will be administered during the afternoon session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper which will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the afternoon test.

Applicants will be given a thirty (30) minute break at the end of the study period. There will be no lunch break between the written aptitude test and physical fitness assessment, so it may be appropriate to use this break for that purpose. There are a number of restaurants in the immediate area and directions may be obtained from staff at the start of the break.

The examination session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and one half (1 1/2) hours to complete the written examination.

All questions on the examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam in if you do not attend and register for the study session.

Do not bring notebooks or other study materials with you to the testing site.
All necessary materials, including note paper, will be provided to you.

Listed below are some tips which might help to make your test date more comfortable and successful:

- 1) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 2) Take your time - there should be plenty of time in both the study session and the test period.
- 3) Bring money to buy lunch - lunch will not be provided.
- 4) Arrange for transportation - you may need a ride to get to restaurants and you must leave the test site during the lunch break.
- 5) Listen carefully to the monitor's instructions.
- 6) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 7) If you have trouble with a particular question, skip it and return to it later.
- 8) Be certain that you really understand the material in the Study Guide.
- 9) Get a good night's rest before the test.
- 10) Try to relax as much as possible during the test.

Testing will take most of the day so be sure to wear comfortable clothing. Also, you should bring along picture identification such as a driver's license.

Smoking will not be allowed in the study/examination room. However, applicants may take as many breaks as they wish during the study session.

The Physical Fitness Assessment will immediately follow the examination. You may either wear clothing suitable for the assessment, or bring a change of clothing with you. Please be sure to include appropriate footwear.

We must have a signed waiver of liability form before you will be allowed to participate in the physical assessment.

The following is a list of the requirements that must be met to successfully complete the assessment:

1.5 Mile run	Must be completed in sixteen (16) minutes, twenty eight (28) seconds or less
Vertical Jump	Minimum jump of sixteen (16) inches
Push-ups	Twenty five (25) minimum, with no time limit
Sit-ups	Twenty nine (29) minimum and must be completed in one (1) minute
300 Meter Run	Must be completed in seventy one (71) seconds

Please confirm your intent to participate in our selection process by contacting me, or leaving a voice message at 765-423-9388 (ext. 200). You may also contact me at the same number if you have any questions or concerns about the process.

Sincerely,

A handwritten signature in black ink that reads "Tracy A. Brown". The signature is fluid and cursive, with a long horizontal line extending to the right.

Tracy A. Brown, Sheriff
Tippecanoe County, Indiana